

MERIT PROMOTION

Vacancy Announcement

U.S. DEPARTMENT OF ENERGY

SOUTHWESTERN POWER ADMINISTRATION

Announcement No.: SW-2004-12

Opening Date: September 24, 2004

Closing Date: October 15, 2004

POSITION: PUBLIC UTILITIES SPECIALIST, GS-1130-11/12
Salary Range for GS-11: \$48,947 - \$63,629
Salary Range for GS-12: \$58,665 - \$76,261

ORGANIZATION LOCATION: Southwestern Power Administration
Office of Corporate Operations
Division of Rates and Repayment

DUTY LOCATION: Tulsa, OK

PROMOTION POTENTIAL: GS-12: If position is filled at the GS-11 level, noncompetitive promotion potential to GS-12 level is possible with satisfactory performance and at the discretion of management.

SUPERVISOR/MANAGER PROBATION: Not applicable

REPORT OF FINANCIAL INTEREST: No

WHO MAY APPLY: Department of Energy status candidates. (Status candidates are current career or career-conditional employees of the Federal Government.) All applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, or any other non-merit factor.

GENERAL INFORMATION ABOUT SOUTHWESTERN POWER ADMINISTRATION: Southwestern Power Administration (Southwestern) was created in 1943 to market power and energy produced at the U.S. Army Corps of Engineers hydroelectric power projects. This electricity is provided to homes and businesses in a six-state area: Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas. Southwestern is responsible for repaying the U.S. Treasury for all costs associated with the production and marketing of hydroelectric power. These costs include principal and interest on dam construction, as well as annual costs of operation and maintenance. Efficient operations allow Southwestern to supply economical hydroelectric power. This helps municipalities and rural electric cooperatives stay in line with limited budgets and still allows Southwestern to repay the Federal investment in dams and transmission facilities with interest. By generating hydroelectric power at 24 Federal multi-purpose water resource projects (dams), the projects have, for more than 50 years, helped to supply electricity to cities, towns, and rural areas. To integrate the operation of the hydroelectric generating plants, Southwestern maintains 1,380 miles of high-voltage transmission lines, 24 substations, and 46 microwave towers. Seventeen of the 24 generating plants are scheduled directly by Southwestern. Nineteen generating plants contribute to the interconnected system operations. Generation at five projects serves specific customer loads. Southwestern has over 100 preference customers that ultimately serve over seven million end-use customers. For more information about Southwestern, visit our Internet web site at: www.swpa.gov.

PURPOSE OF THE PUBLIC UTILITIES SPECIALIST POSITION: The Public Utilities Specialist serves as a technical specialist to the Division Director in work areas including repayment studies; development of wholesale rate schedules; preparation of statistical data and reports required of the Division; evaluating Federal Energy Regulatory Commission (FERC) tariffs and orders, Regional Transmission Organizations (RTOs) and Independent System Operators (ISOs), and electric industry deregulation issues; preparing financial analyses of new contracts and amendments for service; reviewing cost allocation and revenue distribution reports; and, developing financial marketing cost studies for new projects.

DUTIES AND RESPONSIBILITIES: Assists in the development of wholesale power repayment studies, including the compilation and computation of revenue and cost data, investments, interest, amortization, and the determination of appropriate revenue required to meet repayment obligations; can recommend rate adjustments to obtain appropriate revenue. Compiles data related to the allocated costs of power projects, investments in transmission facilities, interest on investment, operations and maintenance costs, value of power and energy, and other essential data. Determines annual interest and amortization amounts on applicable transmission as well as allocated power investments; computes estimates of annual expense. Assists in the development of revenue estimates. Assists in the preparation of data such as past and future replacements, operations and maintenance costs on transmission and project facilities; marketing expenses; purchased power and wheeling

expenses; and customer load requirements. Conducts quarterly reviews of the Division of Scheduling and Operations' invoices for revenue and generation totals required by the Chief Financial Officers Act. Performs major segments of studies for the development of wholesale power rate structures for the Administration. Updates data used in the Power Repayment studies annually. Assists in effectively evaluating electric industry deregulation initiatives including, Federal Energy Regulatory Commission (FERC) proforma Tariffs, FERC Orders, transmission tariffs for Southwestern and other entities, RTOs, and ISOs. Maintains an understanding and assists in proposals of needed changes caused by restructuring activities. Assists the technical expert on market and work process impacts and customer business opportunities related to utility restructuring activities. When needed, attends local and regional steering and technical committee meetings to represent Southwestern and its interests. Prepares regular, recurring, or special analytical, statistical, or marketing reports in an accurate, timely, and self-analyzing manner. Prepares reports relating to the activities of the Division as required by the Congress, the Government Accountability Office, the Office of Management and Budget (OMB), FERC, or other interest parties. Furnishes revenue, repayment, and performance measurement data for Southwestern's Annual Financial Report and other Department of Energy (DOE) and OMB required reports. Reviews invoices for individual customers regarding the accounting for power and energy sold to or exchanged with Southwestern's customers. Prepares data used in the consolidated Financial Statement and Summary of Financial Data for the Southwestern Federal Power System. Presents data to reflect the status of the financial condition or the amount paid on Southwestern's and the Corps' investment by project. Prepares the recommended annual distribution of revenue to the Corps' projects, including review of project investments' due dates and the calculation of Southwestern's and the Corps' interest expense for each project. Performs major segments of reviews of cost allocation studies prepared by the Corps and the distribution of Administration revenue to the Corps for repayment of the government's investment. Remains informed on all contracts for power service; assists with the financial analysis of new contracts or amendments for any new effects on Southwestern's Power Repayment Studies.

QUALIFICATION REQUIREMENTS: The qualification requirements are specifically addressed by the Office of Personnel Management's Qualifications Standards for General Schedule Positions, Group Coverage Qualifications Standards for Administrative and Management Positions, which can be found on the Internet at: <http://www.opm.gov/qualifications/SEC-IV/A/GS-ADMIN.HTM>. The qualifications are *highlighted* as follows:

Basic Requirements: Applicants must have *specialized experience* equivalent to at least next lower grade level (GS-9 experience for the GS-11 position OR GS-11 experience for the GS-12 position). For the GS-11 level position, the following education requirements may substitute for the GS-9 level specialized experience: PhD. or equivalent doctoral degree, OR 3 full years of progressively higher level graduate education leading to such a degree, OR LL.M. (Master of Laws), if related. For the GS-12 level position, there is no substitute for the specialized experience at the GS-11 level.

Definition *Specialized Experience:* Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position successfully and that is typically in or related to the work of the position to be filled is considered specialized. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

NOTE: DOE Status applicants (current DOE employees) must meet qualification and time-after-competitive-appointment requirements within 30 days of the closing date of this announcement.

BASIS OF EVALUATION: Applicants who meet the qualification requirements will be rated on the basis of relevant experience, education, related volunteer experience, training, job-related awards, and the ranking factors listed below. **To receive consideration, ALL applicants MUST address the set of ranking factors listed below on a supplemental sheet and include this as a part of their application package. Applications that do not include this supplemental address of the ranking factors will be considered incomplete and ineligible for consideration.** (See *Keys to Addressing Ranking Factors* below.)

1. ***Selective Factor:** Knowledge of, and ability to effectively operate, Information Technology (IT) systems used in the preparation of data for power repayment studies and other special studies; specifically, a working knowledge of computer concepts and software packages for word processing applications, database management, and spreadsheet development, including the ability to create, edit, and merge raw data and to finalize documents.
2. Comprehensive knowledge of the principles and business practices of public utility economics and management, cost accounting and statistical and mathematical factors, electric technology, rate-making procedures, etc., in the accomplishment of work assignments.
3. Knowledge of the process and procedures regarding development of wholesale power repayment studies and an understanding of the principles of rate design and cost of service methodologies and techniques.

4. Ability to communicate effectively, both orally and in writing, in order to develop and present documents, technical information, and reports within and outside the organization. Ability to effectively deal with management officials, auditors, and others in stressful situations or under adverse conditions.
5. Knowledge of deregulation initiatives including the Federal Energy Regulatory Commission's (FERC's) proforma Open Access Transmission Tariff, FERC Orders, and other entities' tariffs.
6. Knowledge of accounting systems as they relate to the investment in capital facilities and costs of operation in fulfilling the organization's goals and objectives.

***Selective Factor:** A KSA (knowledge, skill, or ability), competency, or special qualification without which a candidate could not perform the duties of a position in a satisfactory manner. Selective factors are applied in addition to minimum qualifications. Applicants who do not meet a selective factor are ineligible for further consideration.

Keys to Addressing Ranking Factors

In your address of the ranking factors above, our subject-matter experts (raters) are looking for clear, concise examples that show the level of accomplishment and degree of responsibility. Examiners and raters are not permitted to *infer* anything about your application, so be sure that your statements are specific and complete. **Examples** that show depth of knowledge, level of skill, degree of ability, and evidence of what you actually did and the results that were obtained are essential to ensure an appropriate rating of your application. An example or model to follow in addressing ranking factors could be:

Challenge: Describe a specific problem or goal.

Context: Talk about the individuals and groups you worked with, and/or the environment in which you worked, to tackle a particular challenge (e.g., clients, co-workers, members of Congress, shrinking budget, low morale).

Action: Discuss the specific actions you took to address a challenge.

Result: Give specific examples of the results of your actions. These accomplishments demonstrate the quality and effectiveness of your skills, decisions, actions, etc.

Each ranking factor should be addressed individually with no more than two per sheet of paper. Applicants are encouraged to limit their response to each ranking factor to no more than one page.

SPECIFIC REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

- A. Applicants must be citizens of the United States (or owe allegiance to the United States).
- B. Applicants must be at least 16 years of age to apply for this vacancy.
- C. Public Law 103-356 requires direct deposit of Federal wage, salary, and retirement payments by electronic funds transfer from recipients who begin receiving such payments on or after January 1, 1995.
- D. Incumbent is subject to some travel.
- E. Incumbent is subject to a background investigation.
- F. **PROBATIONARY PERIOD:** The first year of Federal civilian service of an employee who is given a career or career-conditional appointment is a probationary period, in accordance with 5 CFR Section 315.801. Unsatisfactory performance or misconduct during the probationary period may lead to termination of employment, per Section 315.804.
- G. **Relocation Expenses:** Payment or reimbursement of relocation expenses WILL NOT be authorized.

Applicant Certification: Before appointment, applicant will be required to certify that all information contained on or attached to his/her application is complete, true, accurate, and made in good faith as well as providing other suitability information. This certification will be made with the understanding that the information may be investigated, and false or fraudulent information on your application may be grounds for not hiring you, for firing you after you begin work, or be punishable by fine or imprisonment.

HOW TO APPLY: Candidates may submit a resume, curriculum vitae, other documents such as an optional Federal employment application or a general employment application form.

- A. Your application must contain the information described in the Office of Personnel Management pamphlet, "Applying for a Federal Job," which can be found at Internet web site: <http://www.opm.gov/forms/pdfimage/of0510.pdf>. At a minimum this includes: Announcement number (SW-2004-12), title (Public Utilities Specialist), and grade of position applying for (GS-11, GS-12, or both) on front page of

application or resume; your full name, mailing address, telephone numbers; your social security number; country of citizenship; your work and education background.

- B. Additional information/completed forms should be submitted if applicable:
--Most recent copy of your SF-50, Notification of Personnel Action
--**Supplemental address of ranking factors (mandatory for consideration)**

Submission of the attached Applicant Disability, Race/National Origin and Sex Identification form is voluntary.

Failure to submit requested information/documents may result in non-consideration or a lower rating in the evaluation process. **Applications that do not include the supplemental address of the ranking factors will be considered incomplete and ineligible for consideration.**

Submit complete application package to:

**Southwestern Power Administration
Attn: Lynn King, S-1080
One West Third Street
Tulsa, OK 74103**

Applications received in the mail must be postmarked on or before the closing date and received in Southwestern's Human Resources Management Office within five (5) working days after the closing date of the vacancy announcement. Do not send original documents; applications will not be returned. **Applications mailed in Government-franked envelopes or faxed using government fax machines will NOT be accepted.**

Assistance Programs

Placement Assistance Programs: Individuals entitled to priority consideration under the Interagency Career Transition Assistance Program (ICTAP) and/or Department of Energy's Career Transition Assistance Program **MUST** submit the documentation listed below with their application package:

- A. RIF separation notice; a letter from OPM or your agency documenting your priority consideration status;
- B. Current (last) performance appraisal rating of record (must be successful or equivalent—or better);
- C. Narrative statement (GS positions), or Supplemental Qualifications Statement (WB positions), addressing the knowledge, skills, and ability factors listed under Qualification Requirements in this announcement; and
- D. Documentation showing the promotion potential of the position from which you may be or have been separated. (Applicants are eligible for consideration only for vacancies that have no higher promotion potential.)
- E. Eligible employees must be determined to be well qualified for this position. Well-qualified means an eligible employee possesses the knowledge, skills, and abilities that clearly exceed the minimum qualification requirements for the position.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

CONTACT: For further information, you may contact Lynn King at (918) 595-6617 or at Lynn.King@swpa.gov.

THE U.S. DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER.

A HARASSMENT-FREE WORK ENVIRONMENT IS SOUTHWESTERN'S POLICY.

What's Said about Tulsa, Oklahoma? Visit Tulsa Metropolitan's Chamber's Internet web site: <http://www.tulsachamber.com>

U.S. Department of Energy
APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND SEX IDENTIFICATION
(Please read the Instructions and Privacy Act Statement before completing this form)

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422-GTN, Paperwork Reduction Project (1910-0600), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0600), Washington, DC 20503.

PRIVACY ACT STATEMENT

This data is being collected to plan and evaluate the agency's recruitment of persons with disabilities, minorities and women, and to help ensure that agency personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Failure to provide this information will have no effect on the processing of your application for Federal employment. Individual personnel selections are not made based on this information.

Authority: Sections 1302, 3301, 3302, 3304 and 7201 of Title 5 of the U.S. Code; Section 2000e of Title 42 U.S. Code; and Section 791 of Title 29 of the U.S. Code.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397 (November 22, 1943), which requires agencies to use the SSN as the means for identifying individuals in personnel information systems. It will be used only for that purpose. Submission of your SSN is voluntary and failure to furnish your SSN on this form will have no effect on your application.

Vacancy Announcement Number SW-2004-12	Position Title, Series, Grade Public Utilities Specialist, GS-1130-11/12
Name (Last, First, Middle Initial)	Social Security Number
<input type="checkbox"/> Male <input type="checkbox"/> Female Sex	

SECTION A. DISABILITY STATUS

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A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities. Please read the disability descriptions below and then write the two-digit numeric code in the box above which best describes your disability, if any. If you have more than one disability, choose the one which results in the most substantial limitation.

NOTE: Please place only ONE two-digit code number in the box.

- 05. I do not have a disability.
- 16. Total deafness in both ears, with or without understandable speech.
- 23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting device).
- 25. Blind in both eyes (no usable vision, may have some light perception).
- 28. Missing one arm or one leg.

- 33. Missing both hands or both arms or both feet or both legs.
- 35. Missing one hand or arm and one foot or leg.
- 64. Partial paralysis of both hands.
- 65. Partial paralysis of both legs, any part, or both arms, any part.
- 67. Partial paralysis of one side of the body, including one arm and one leg.
- 68. Partial paralysis of three or more major parts of the body (arms and legs).
- 71. Complete paralysis of both hands or both arms or both legs.
- 72. Complete paralysis of one arm or one leg.
- 76. Complete paralysis of lower half of body, including legs.
- 77. Complete paralysis of one side of body, including one arm and one leg.
- 78. Complete paralysis of three or more major parts (of body) (arms and legs).
- 82. Convulsive disorder (e.g. epilepsy).
- 90. Mental retardation (a chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a state vocational rehabilitation agency).
- 91. Mental or emotional illness (a history of treatment for mental or emotional problems).
- 92. Severe distortion of limbs and/or spine (e.g. dwarfism, severe distortion of the back).
- 06. I have a disability, but it is not listed above. Describe:

SECTION B. RACE/NATIONAL ORIGIN

The categories below provide descriptions of race and national origins. Read the descriptions and then check the box next to the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. **NOTE: Please mark only ONE box.**

- | | | |
|--------------------------------------|--------------------------|---|
| A. American Indian or Alaskan Native | <input type="checkbox"/> | A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation. |
| B. Asian or Pacific Islander | <input type="checkbox"/> | A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example: China, India, Japan, Korea, the Philippine Islands, Samoa and Vietnam. |
| C. Black, not of Hispanic origin | <input type="checkbox"/> | A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. |
| D. Hispanic | <input type="checkbox"/> | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin. |
| E. White, not of Hispanic origin | <input type="checkbox"/> | A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American cultures or origins. |
| F. Other | <input type="checkbox"/> | A person not included in the above categories. |